



**DoD 5000.58-G
DEPARTMENT OF DEFENSE**

CENTRAL REFERRAL SYSTEM (CRS) GUIDE

**JUNE 1995
UNDER SECRETARY OF DEFENSE
FOR ACQUISITION AND TECHNOLOGY**



ACQUISITION AND
TECHNOLOGY

THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-3010

June 23, 1995

FOREWORD

This Guide is issued under the authority of DoD Instruction 5000.58, "Defense Acquisition Workforce," January 14, 1992. DoD 5000.58-R, "Acquisition Career Management Program (ACMP)," January 1993, further prescribes procedures on Central Referral System administration.

This Guide applies to the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, the National Defense University, the Defense Acquisition University, the Defense Systems Management College, the Uniformed Services University of the Health Sciences, the U.S. Court of Military Appeals, and the Defense Support Activities (hereafter referred to collectively as "the DoD Components").

Except as otherwise specified herein, this Guide is effective immediately. The Components shall supplement this Guide as prescribed or, as necessary, to ensure effective implementation of the Acquisition Career Management Program.

Send recommended changes to this Guide through channels to:

Director, Acquisition Career Management
Office of the Under Secretary of Defense (Acquisition and Technology)
Room 3E1069, The Pentagon
Washington, DC 20301-3210

The DoD Components may obtain copies of this Guide through the Director, Acquisition Career Management. Approved for public release; distribution unlimited. Authorized registered users may obtain copies of this publication from the Defense Technical Information Center, 8725 John J. Kingman Road, Suite 0944, Ft. Belvoir, VA 22060-6218. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

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REFERENCE

- (a) DoD 5000.58-R, "Acquisition Career Management Program (ACMP)," January 1993, authorized by DoD Instruction 5000.58, January 14, 1992

AL1. ABBREVIATIONS AND/OR ACRONYMS

AL1.1.	<u>ACMP</u>	Acquisition Career Management Program
AL1.2.	<u>CRS</u>	Central Referral System
AL1.3.	<u>CPO</u>	Civilian Personnel Office
AL1.4.	<u>DACM</u>	Director of Acquisition Career Management
AL1.5.	<u>DASC-SD</u>	DLA Administrative Support Center
AL1.6.	<u>DoD</u>	Department of Defense
AL1.7.	<u>GS</u>	General Service
AL1.8.	<u>SES</u>	Senior Executive Service

C1. CHAPTER 1

CRS

C1.1. BACKGROUND.

C1.1.1. In accordance with DoD 5000.58-R (reference (a)), the purpose of the CRS is to promote the availability of well-qualified candidates for critical acquisition positions without regard to the geographic location of the positions or of the applicants for those positions. The CRS shall be the primary means by which functional, organizational, and geographical mobility of members of the Defense Acquisition Corps is promoted and effected. The CRS shall function as the official source of information on critical acquisition position vacancies in all of the DoD Components outside the Military Departments. The CRS is intended to be an interim system, until the Defense Civilian Personnel Service, under the Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, has fielded an automated external and internal placement system that will provide a menu of staffing services as part of an integrated DoD personnel data system.

C1.1.2. The CRS is a voluntary system for DoD civilian and military personnel and all Federal employees meant to ensure that all members of the Defense Acquisition Corps as well as non-Defense Acquisition Corps personnel have access to and knowledge of recruitment opportunities for critical acquisition positions. Nothing in this Guide shall obviate the requirement to fill critical acquisition positions, in accordance with applicable statutes, the Office of Personnel Management regulations, and conforming component directives.

C1.2. CRS OPERATION

The CRS service provider provides copies of critical acquisition position vacancy announcements to persons registered to receive them. Civilian Personnel Offices (CPOs) responsible for the recruitment of critical acquisition positions send vacancy announcements to the CRS service provider who, in turn, mails copies of the vacancy announcements to persons registered. Registrants receive vacancy announcements that match the grade level(s), career field(s), occupational series group(s), and geographical preference(s) for which registered. The CRS service provider is the Integrated Procurement Systems Office; Tobyhanna, PA.

C1.3. RESPONSIBILITIES

C1.3.1. The Heads of DoD Components Outside of the Military Departments shall:

C1.3.1.1. Ensure that their servicing CPOs, which recruit for critical acquisition positions, adhere to the critical acquisition position recruitment policies and procedures in DoD 5000.58-R Chapter 8, sections A. and G. (reference (a)) and this Guide.

C1.3.1.2. Ensure that CRS registration information is provided to every member of the Defense Acquisition Corps in the Component and is made available to other interested DoD civilian and military persons through the servicing CPOs for the Component.

C1.3.2. The CPOs shall ensure that:

C1.3.2.1. Critical acquisition position vacancies are advertised for a minimum open period of 30 calendar days.

C1.3.2.2. The minimum area of consideration for all critical acquisition positions shall be the members of the Defense Acquisition Corps.

C1.3.2.3. The CRS service provider is provided with a copy of each critical acquisition position vacancy announcement.

C1.3.2.4. Each critical acquisition position vacancy announcement exactly identifies the applicable career field and/or position category in which the position is placed.

C1.3.2.5. Vacancy announcements are prepared and provided to the CRS service provider in clear, legible print quality on no more than five single sheets of paper, 8-1/2 inches x 11 inches, printed on both sides.

C1.3.2.6. Each vacancy announcement opening on and after October 1, 1993, is provided to the CRS service provider not later than the opening date of the announcement.

C1.3.2.7. Critical acquisition position vacancy announcements are forwarded to the following address:

CRS Service Provider
11 Hap Arnold Boulevard
Tobyhanna, PA 18466-5042
Telefax: Commercial (717) 895-8014 and/or DSN 795-8014

C1.3.2.8. Position candidate information is provided to the CRS service provider as requested by the Director, Acquisition Career Management (DACM).

C1.3.2.9. CPOs shall follow the same procedures specified in paragraphs C1.3.2.5. through C1.3.2.7. above, for vacancy announcement amendments or cancellations.

C1.3.3. The CRS Service Provider shall:

C1.3.3.1. Ensure that complete and legible critical acquisition position vacancy announcements are distributed according to registrants' data submission, normally within 3 calendar days of receipt.

C1.3.3.2. Ensure that any announcement amendment(s) and/or cancellation(s) are distributed to registrants.

C1.3.3.3. Ensure that the applicable data elements for registrants, career fields, and occupational series groups are updated as required according to applicable Acquisition Career Management Program policies, CRS procedures, and vacancy announcements received.

C1.3.3.4. Inform the DACM of all CRS system changes, design modifications, or acquisition workforce data updates.

C1.3.3.5. Provide specific detailed reports as specified and required by the DACM.

C1.3.4. The CRS Registrants Seeking Consideration for Critical Acquisition Positions in the DoD Components Outside of the Military Departments shall:

C1.3.4.1. Register in accordance with the instructions specified in Chapter 2, subsection C2.3.2., below, of this Guide.

C1.3.4.2. Forward DD Form 2732, (Figure C1.F1., below) directly to the CRS service provider.

C1.3.4.3. Apply for critical acquisition positions, in accordance with the requirements specified in each vacancy announcement.

C1.4. PROGRAM EVALUATION

Overall CRS program management is the responsibility of the DACM. Program evaluation shall include DACM visits to servicing CPOs responsible for the recruitment and staffing of critical acquisition positions. The purpose of those visits shall be to review civilian personnel data system entries, to conduct visual inspections of critical acquisition position assignment transactions, and to conduct interviews with personnel specialists and acquisition managers on CRS effectiveness.

C1.5. SYSTEM CHANGES

The proponent for the CRS is the DACM in the office of the Under Secretary of Defense for Acquisition and Technology. Users of the CRS are invited to send written comments and/or suggested improvements directly to the following:

Director of Acquisition Career Management
Under Secretary of Defense for Acquisition and Technology
DLA Administrative Support Center (DASC-SD)
Building 5, Door 10, Cameron Station
Alexandria, VA 22304-6130

Figure C1.F1. DD Form 2732

CENTRAL REFERRAL SYSTEM (CRS) REGISTRATION <i>(Read Privacy Act Statement on back before completing form.)</i>										
SECTION I - REGISTRANT IDENTIFICATION										
1. NAME (Last, First, Middle Initial)							2. SSN			
3. ADDRESS										
a. STREET			b. APARTMENT OR SUITE NUMBER		c. CITY		d. STATE OR COUNTRY		e. ZIP CODE	
4. COMMERCIAL TELEPHONE NUMBER <i>(Include area code)</i>			5. DSN TELEPHONE NUMBER		6. MINORITY DESIGNATION		7. STATUS		8. SEX	
9. CURRENT PAY PLAN			10. CURRENT OCCUPATION SERIES				11. CURRENT GRADE			
SECTION II - TYPE AND LOCATIONS OF POSITION(S) DESIRED										
12. GRADE LEVELS AND PAY PLANS OF INTEREST (X as applicable)										
<input type="checkbox"/> GS-14		<input type="checkbox"/> GS-15		<input type="checkbox"/> SES		<input type="checkbox"/> COLLEGE AND/OR UNIVERSITY PAY PLANS COMPARABLE TO GS-14 AND ABOVE				
13. CAREER FIELD AND/OR POSITION CATEGORY					OFFICIAL USE (1)	(X) (2)	SERIES GROUP(S) DESIRED <i>(Enter up to five)</i> (3)			ALL (X) (4)
a. PROGRAM MANAGEMENT					A					
b. PROGRAM MANAGEMENT OVERSIGHT					V					
c. COMMUNICATIONS - COMPUTER SYSTEMS					R					
d. CONTRACTING					C					
e. PURCHASING					E					
f. INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT					D					
g. SYSTEMS PLANNING, RESEARCH, DEVELOPMENT & ENGINEERING					S					
h. TEST AND EVALUATION					T					
i. MANUFACTURING AND PRODUCTION					G					
j. QUALITY ASSURANCE					H					
k. ACQUISITION LOGISTICS					L					
l. BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT					K					
m. AUDITING					U					
n. EDUCATION, TRAINING AND CAREER DEVELOPMENT					X					
14. GEOGRAPHIC PREFERENCE (X location(s) where employment is desired)										
<input type="checkbox"/> ALABAMA		<input type="checkbox"/> KENTUCKY		<input type="checkbox"/> NORTH CAROLINA		<input type="checkbox"/> WEST VIRGINIA		<input type="checkbox"/> ALL STATES		
<input type="checkbox"/> ALASKA		<input type="checkbox"/> LOUISIANA		<input type="checkbox"/> NORTH DAKOTA		<input type="checkbox"/> WISCONSIN		<input type="checkbox"/> ALL COUNTRIES		
<input type="checkbox"/> ARIZONA		<input type="checkbox"/> MAINE		<input type="checkbox"/> OHIO		<input type="checkbox"/> WYOMING				
<input type="checkbox"/> ARKANSAS		<input type="checkbox"/> MARYLAND		<input type="checkbox"/> OKLAHOMA		<input type="checkbox"/> BELGIUM				
<input type="checkbox"/> CALIFORNIA		<input type="checkbox"/> MASSACHUSETTS		<input type="checkbox"/> OREGON		<input type="checkbox"/> CANADA				
<input type="checkbox"/> COLORADO		<input type="checkbox"/> MICHIGAN		<input type="checkbox"/> PENNSYLVANIA		<input type="checkbox"/> ENGLAND				
<input type="checkbox"/> CONNECTICUT		<input type="checkbox"/> MINNESOTA		<input type="checkbox"/> RHODE ISLAND		<input type="checkbox"/> GERMANY				
<input type="checkbox"/> DELAWARE		<input type="checkbox"/> MISSISSIPPI		<input type="checkbox"/> SOUTH CAROLINA		<input type="checkbox"/> ITALY				
<input type="checkbox"/> FLORIDA		<input type="checkbox"/> MISSOURI		<input type="checkbox"/> SOUTH DAKOTA		<input type="checkbox"/> JAPAN				
<input type="checkbox"/> GEORGIA		<input type="checkbox"/> MONTANA		<input type="checkbox"/> TENNESSEE		<input type="checkbox"/> KOREA				
<input type="checkbox"/> HAWAII		<input type="checkbox"/> NEBRASKA		<input type="checkbox"/> TEXAS		<input type="checkbox"/> MID-EAST				
<input type="checkbox"/> IDAHO		<input type="checkbox"/> NEVADA		<input type="checkbox"/> UTAH		<input type="checkbox"/> OKINAWA				
<input type="checkbox"/> ILLINOIS		<input type="checkbox"/> NEW HAMPSHIRE		<input type="checkbox"/> VERMONT		<input type="checkbox"/> PANAMA				
<input type="checkbox"/> INDIANA		<input type="checkbox"/> NEW JERSEY		<input type="checkbox"/> VIRGINIA		<input type="checkbox"/> SAUDI ARABIA				
<input type="checkbox"/> IOWA		<input type="checkbox"/> NEW MEXICO		<input type="checkbox"/> WASHINGTON		<input type="checkbox"/> U.S. TERRITORIES AND POSSESSIONS				
<input type="checkbox"/> KANSAS		<input type="checkbox"/> NEW YORK		<input type="checkbox"/> WASHINGTON, DC		<input type="checkbox"/> OTHER OVERSEAS				
15. REGISTRANT SIGNATURE							16. DATE SIGNED			

DD FORM 2732, APR 95

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, 10 U.S.C. Section 133, and EO 9397 (SSN).

PRINCIPAL PURPOSE(S): The information requested in this form is used to create and establish individual registrant records for Federal personnel to be notified of and receive vacancy announcements for critical acquisition positions under recruitment in the DoD Components outside the Military Departments.

ROUTINE USE(S): None.

DISCLOSURE: Registration in the Central Referral System (CRS) is voluntary. However, failure to complete all information on the CRS Registration Form would prohibit registration in the CRS.

S A M P L E

DD FORM 2732, APR 95 (BACK)

C2. CHAPTER 2

REGISTRATION INSTRUCTIONS

The instructions provided in this Chapter must be followed to register in the CRS. Registration is open to DoD civilian and military personnel and all Federal employees who wish to receive vacancy announcements for critical acquisition positions announced by servicing CPOs for the DoD Components outside of the Military Departments.

C2.1. REGISTRATION PROCESS

People interested in receiving vacancy announcements for critical acquisition positions must adhere to the procedures in subsections C2.1.1. through C2.1.3, below.

C2.1.1. Registration. DD Form 2732, (see the sample format at Appendix AP1., Figure AP1.F1., below, shall be used to establish an individual's record in the CRS master file. DD Form 2732 shall also be used to change a registrant's record after initial establishment. All items on DD Form 2732 must be completed, except items 6. and 8., which are used for statistical purposes only and in no way determine announcement distribution. A new DD Form 2732 may be submitted at any time.

C2.1.2. Verification. Upon receipt of the registrant's DD Form 2732, the registrant's record shall be entered into the CRS master file by the CRS service provider. Registrants will receive written notification of their established record, which will be forwarded directly to the registrant's home address. Registrants must review the information provided regarding record establishment to ensure accurate information has been entered into the CRS master file. In the event corrections or changes are required, the registrant should notify the CRS service provider in writing, or by submission of a new DD Form 2732, annotating the necessary corrections and changes that must be made.

C2.1.3. Annual Verification. The CRS service provider shall provide a letter annually, on the anniversary date of registration, to the registrant to ensure that the registrant's personal data and position interest is still current. A statement shall be included in the letter emphasizing that the registrant's record shall be deleted from the CRS master file unless the registrant responds with a letter verifying their personal

data and position interest. The annual review shall serve to verify CRS registrant information and purge obsolete or unwanted records.

C2.2. CAREER FIELD AND/OR GRADE LEVEL AND/OR OCCUPATIONAL SERIES GROUP COVERAGE

C2.2.1. Vacancy announcements may cover job opportunities for critical acquisition positions in the career fields and/or position categories and grade levels listed as follows:

Table C2.T1. Career Fields, Position Categories and Pay Plan and/or Grade Levels Covered by the CRS

<u>Career Fields and/or Position Categories</u> ¹	<u>Pay Plan and/or Grade Level</u> ²
Program Management	Senior Executive Service (SES), General Schedule (GS)-14, 15
Program Management Oversight	SES, GS-14, 15
Communications-Computer Systems	SES, GS-14, 15
Contracting (Including Construction)	SES, GS-14, 15
Purchasing	SES, GS-14, 15
Industrial Property Management	SES, GS-14, 15
Systems Planning, Research, Development and Engineering	SES, GS-14, 15
Test & Evaluation Engineering	SES, GS-14, 15
Manufacturing and Production	SES, GS-14, 15
Quality Assurance	SES, GS-14, 15
Acquisition Logistics	SES, GS-14, 15
Business, Cost Estimating and Financial Management	SES, GS-14, 15
Auditing	SES, GS-14, 15
Education, Training and Career Development	SES, GS-14, 15

¹Position categories are "Program Management Oversight, and "Education, Training, and Career Development."

² Some DoD Colleges and Universities have acquisition workforce positions, the salaries for which are comparable to GS-14, GS-15, and SES.

C2.2.2. The CRS shall cover critical acquisition positions that are classified in any of the following occupational series groups:

Table C2.T2. Occupational Series Groups

0000	Miscellaneous Occupations Group
0100	Social Science, Psychology, and Welfare Group
0200	Personnel Management and Industrial Relations Group
0300	General Administrative, Clerical, and Office Services Group
0400	Biological Sciences Group
0500	Accounting and Budget Group (Includes Auditing, Series 0511)
0600	Medical, Hospital, Dental, and Public Health Group
0700	Veterinary Medical Science Group
0800	Engineering and Architecture Group
0900	Legal and Kindred Group
1000	Information and Arts Group
1100	General Business Group (Includes Contracting, Purchasing, and Industrial Property Management; Series 1101,1102,1103, 1105, and 1150)
1200	Copyright, Patent, and Trademark Group
1300	Physical Sciences Group
1400	Library and Archives Group
1500	Mathematics and Statistics Group
1600	Equipment, Facilities, and Service Group
1700	Education Group
1800	Investigation Group
1900	Quality Assurance, Inspection, and Grading Group
2000	Supply Group
2100	Transportation Group

C2.3. PROCEDURES

C2.3.1. Location of CRS Information. DD Form(s) 2732 required for registration shall be available in the servicing CPOs that recruit for critical acquisition positions. This Guide containing instructions for registering in the CRS will also be

available in the servicing CPOs. Authorized registrants may obtain copies of this publication from the Defense Technical Information Center, Cameron Station, Alexandria, VA 22304-6145. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

C2.3.2. Registration Procedures

C2.3.2.1. Registrants must not deviate from the following instructions when completing DD Form 2732. (Registrants should pay particular attention to the character field limitations for each item.)

C2.3.2.1.1. Item 1. "Name." Enter the last name, first name, and middle initial, observing the maximum limit of 32 characters. Where more than 32 spaces are required, enter only the initials of first and middle names.

C2.3.2.1.2. Item 2. "Social Security Number." Enter nine digits for the social security number. ENSURE ACCURACY OF THIS ENTRY as all future computer processing actions shall be against this number.

C2.3.2.1.3. Item 3a. "Street Address." Enter the registrant's residential street address where announcements should be mailed; abbreviate if necessary to comply with the 32 character limitation.

C2.3.2.1.4. Item 3.b. "Apartment or Suite #." Enter an Apartment or Suite number, if applicable.

C2.3.2.1.5. Item 3.c. "City." Enter the city where registrant's residence is located; comply with the 17 character limitation.

C2.3.2.1.6. Item 3.d. "State and/or Country." Enter the abbreviation for the state and/or country where announcements are to be mailed. Comply with the two character limitation.

C2.3.2.1.7. Item 3.e. "ZIP Code." Enter the ZIP Code. That code must at least contain the basic five digit ZIP Code. A nine digit ZIP Code is acceptable and is preferred.

C2.3.2.1.8. Item 4. "Commercial Telephone Number." Enter the registrant's three digit area code and seven digit commercial telephone number.

C2.3.2.1.9. Item 5. "DSN Telephone Number." If registrant is currently employed in a DoD Component and/or agency, enter a DSN prefix and four digit extension, if available.

C2.3.2.1.10. Item 6. "Minority Designation." The following table represents the race and ethnic group codes to be used:

Table C2.T3. Race and Ethnic Group Codes

<u>Code</u>	<u>Race and Ethnic Group</u>
A	American Indian or Alaskan Native
B	Asian or Pacific Islander
C	Black, not of Hispanic origin
D	Hispanic
E	White, not of Hispanic origin

(Submission of information in item 6. is voluntary, for statistical purposes only, and in no way determines announcement distribution).

C2.3.2.1.11. Item 7, "Status. " Enter the applicable code from the following table that represents the registrant's current status of employment:

Table C2.T4. Current Status of Employment

<u>Code</u>	<u>Status</u>
2	Department of Defense Employee
3	Federal Employee (Non-DoD)
6	Active-Duty Military

C2.3.2.1.12. Item 8. "Sex." Enter one alpha character, either "F" for female, or "M" for male. (Submission of information in item 8. is voluntary, for statistical purposes only, and in no way determines announcement distribution).

C2.3.2.1.13. Item 9. "Current Pay Plan." Enter the current pay plan in which the registrant is employed. (Example: For civilians GS and/or SES. For other pay plans or military, leave blank.)

C2.3.2.1.14. Item 10. "Current Occupation Series." Enter the current occupational series in which the registrant is employed. (Example: 0343, 0501, 0560,

and 1102. For military, leave blank.)

C2.3.2.1.15. Item 11. "Current Grade." Enter the current grade level in which the registrant is employed. (Example: 12, 13, 14, IS, and SES. For military, leave blank.)

C2.3.2.1.16. Item 12. "Grade Levels of Interest." Place an "X" in only the box(es) that represent the grade level(s) or type of position(s) for which you believe you are qualified and desire announcement notification.

C2.3.2.1.17. Item 13. "Career Field and/or Position Category." Place the letter "X" in the column next to the corresponding career field(s) and/or position category(ies) desired. To the right of the career field(s) and/or position category(ies) selected, list up to a maximum of five occupational series groups (must show four digits, example: 0300) for which you believe you are qualified. Occupational series groups are identified in subsection C2.2.1. above. The registrant will then receive vacancy announcements for the career field(s) and/or position category(ies) and applicable occupational series groups selected. If you wish to receive all announcements for all critical acquisition positions in a career field and/or position category, regardless of occupational series group, write the word "all" in the provided column.

C2.3.2.1.18. Item 14. "Geographic Preference." Place an "X" in the state and/or country box(es) where employment is desired. More than one geographical location is permitted. If registrant wishes to receive vacancy announcements for vacancies in any of the 50 United States, and/or for all countries listed, place an "X" in the appropriate box provided. The registrant shall be mailed only announcements for vacancies with a duty station in those areas indicated on DD Form 2732.

C2.3.3. Registrant Verification. Upon completion and receipt of DD Form 2732 by the CRS service provider, the CRS service provider will provide written notification to each registrant informing them of their established record. Registrants should review the information provided regarding record establishment to ensure accurate information has been entered into the CRS master file.

C2.3.4. Annual Registrant Verification

C2.3.4.1. On the anniversary date of registration, an annual registrant verification will be conducted by the CRS service provider. The CRS service provider

shall provide a letter to the registrant to enable the registrant to review, verify and modify (if required) their registration information. The letter will include a statement emphasizing that the registrant's record shall be deleted from the CRS master file if the registrant fails to respond within 30 calendar days, or by the date specified, on the letter. Changes to a person's registration may also be accomplished at any time by completing a new DD Form 2732 and submitting it to the CRS service provider.

C2.3.4.2. The DD Form 2732 must be signed (unsigned DD Form 2732s will not be processed), dated, and mailed to the following:

CRS Service Provider
11 Hap Arnold Boulevard
Tobyhanna PA 18466-5042

API. APPENDIX 1
Figure AP1.F1. DD Form 2732

CENTRAL REFERRAL SYSTEM (CRS) REGISTRATION <i>(Read Privacy Act Statement on back before completing form.)</i>									
SECTION I - REGISTRANT IDENTIFICATION									
1. NAME (Last, First, Middle Initial)							2. SSN		
DOE, JANE E.							123-45-6789		
3. ADDRESS									
a. STREET		b. APARTMENT OR SUITE NUMBER		c. CITY		d. STATE OR COUNTRY		e. ZIP CODE	
123 NORTH STREET		APT. 301		ALEXANDRIA		VA		22016-1234	
4. COMMERCIAL TELEPHONE NUMBER <i>(include area code)</i>		5. DSN TELEPHONE NUMBER		6. MINORITY DESIGNATION		7. STATUS		8. SEX	
(703) 123-4567		789-1011		C		2		F	
9. CURRENT PAY PLAN		10. CURRENT OCCUPATION SERIES				11. CURRENT GRADE			
GS		0301				13			
SECTION II - TYPE AND LOCATIONS OF POSITION(S) DESIRED									
12. GRADE LEVELS AND PAY PLANS OF INTEREST <i>(X as applicable)</i>									
<input checked="" type="checkbox"/> GS-14		<input checked="" type="checkbox"/> GS-15		<input type="checkbox"/> SES		<input type="checkbox"/> COLLEGE AND/OR UNIVERSITY PAY PLANS COMPARABLE TO GS-14 AND ABOVE			
13. CAREER FIELD AND/OR POSITION CATEGORY				OFFICIAL USE (1)	(2)	SERIES GROUP(S) DESIRED <i>(Enter up to five)</i> (3)			ALL (4)
a. PROGRAM MANAGEMENT				A	X				X
b. PROGRAM MANAGEMENT OVERSIGHT				V	X				X
c. COMMUNICATIONS - COMPUTER SYSTEMS				R					
d. CONTRACTING				C					X
e. PURCHASING				E					
f. INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT				D					
g. SYSTEMS PLANNING, RESEARCH, DEVELOPMENT & ENGINEERING				S	X	0180 0334			
h. TEST AND EVALUATION				T					
i. MANUFACTURING AND PRODUCTION				G					
j. QUALITY ASSURANCE				H					
k. ACQUISITION LOGISTICS				L	X	0346 1515			
l. BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT				K	X	0110 0301 0343 0501 0505			
m. AUDITING				U					
n. EDUCATION, TRAINING AND CAREER DEVELOPMENT				X					
14. GEOGRAPHIC PREFERENCE <i>(X location(s) where employment is desired)</i>									
<input type="checkbox"/> ALABAMA		<input type="checkbox"/> KENTUCKY		<input type="checkbox"/> NORTH CAROLINA		<input type="checkbox"/> WEST VIRGINIA		<input type="checkbox"/> ALL STATES	
<input type="checkbox"/> ALASKA		<input type="checkbox"/> LOUISIANA		<input type="checkbox"/> NORTH DAKOTA		<input type="checkbox"/> WISCONSIN		<input checked="" type="checkbox"/> ALL COUNTRIES	
<input checked="" type="checkbox"/> ARIZONA		<input type="checkbox"/> MAINE		<input checked="" type="checkbox"/> OHIO		<input type="checkbox"/> WYOMING			
<input type="checkbox"/> ARKANSAS		<input checked="" type="checkbox"/> MARYLAND		<input type="checkbox"/> OKLAHOMA		<input type="checkbox"/> BELGIUM			
<input type="checkbox"/> CALIFORNIA		<input type="checkbox"/> MASSACHUSETTS		<input type="checkbox"/> OREGON		<input type="checkbox"/> CANADA			
<input type="checkbox"/> COLORADO		<input type="checkbox"/> MICHIGAN		<input type="checkbox"/> PENNSYLVANIA		<input type="checkbox"/> ENGLAND			
<input type="checkbox"/> CONNECTICUT		<input type="checkbox"/> MINNESOTA		<input type="checkbox"/> RHODE ISLAND		<input type="checkbox"/> GERMANY			
<input type="checkbox"/> DELAWARE		<input type="checkbox"/> MISSISSIPPI		<input type="checkbox"/> SOUTH CAROLINA		<input type="checkbox"/> ITALY			
<input checked="" type="checkbox"/> FLORIDA		<input type="checkbox"/> MISSOURI		<input type="checkbox"/> SOUTH DAKOTA		<input type="checkbox"/> JAPAN			
<input type="checkbox"/> GEORGIA		<input type="checkbox"/> MONTANA		<input type="checkbox"/> TENNESSEE		<input type="checkbox"/> KOREA			
<input type="checkbox"/> HAWAII		<input type="checkbox"/> NEBRASKA		<input type="checkbox"/> TEXAS		<input type="checkbox"/> MID-EAST			
<input type="checkbox"/> IDAHO		<input type="checkbox"/> NEVADA		<input type="checkbox"/> UTAH		<input type="checkbox"/> OKINAWA			
<input type="checkbox"/> ILLINOIS		<input type="checkbox"/> NEW HAMPSHIRE		<input type="checkbox"/> VERMONT		<input type="checkbox"/> PANAMA			
<input type="checkbox"/> INDIANA		<input type="checkbox"/> NEW JERSEY		<input checked="" type="checkbox"/> VIRGINIA		<input type="checkbox"/> SAUDI ARABIA			
<input type="checkbox"/> IOWA		<input type="checkbox"/> NEW MEXICO		<input type="checkbox"/> WASHINGTON		<input type="checkbox"/> U.S. TERRITORIES AND POSSESSIONS			
<input type="checkbox"/> KANSAS		<input checked="" type="checkbox"/> NEW YORK		<input type="checkbox"/> WASHINGTON, DC		<input type="checkbox"/> OTHER OVERSEAS			
15. REGISTRANT SIGNATURE							16. DATE SIGNED		
Jane E. Doe							5/15/95		

DD FORM 2732, APR. 95

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, 10 U.S.C. Section 133, and EO 9397 (SSN).

PRINCIPAL PURPOSE(S): The information requested in this form is used to create and establish individual registrant records for Federal personnel to be notified of and receive vacancy announcements for critical acquisition positions under recruitment in the DoD Components outside the Military Departments.

ROUTINE USE(S): None.

DISCLOSURE: Registration in the Central Referral System (CRS) is voluntary. However, failure to complete all information on the CRS Registration Form would prohibit registration in the CRS.

S A M P L E

DD FORM 2732, APR 95 (BACK)